

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Mary Lynne Evans	ORIGINATED DATE: 06/07/00	APPROVED BY: Richard Brenner, Co-Chair
REVISED BY: Karen J. Kennard	REVISED DATE: 04/08/04	Richard Mirgon, Co-Chair
DATE ISSUED: 06/07/00	DATE EFFECTIVE: 06/07/00	SUBJECT: Grant Project File & Project Numbering
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.4

PRINCIPLE:

Each grant awarded will have a unique project number assigned for filing and reference purposes. Each grant folder will be consistent to aid in the administration of the grants.

POLICY:

Project grant folders will be prepared for each grant award. A unique number will be assigned to each grant for filing and reference purposes. The file will have thorough documentation depicting all events affecting the grant. The project number will indicate fiscal year, type of funding, recipient identification number and the number of grants written to that one entity with the same type of funding during that fiscal year.

PROCEDURES:

GRANT PROJECT FILE:

- A. A folder will be created for each grant program awarded to each grantee/sub-grantee. Each folder will be labeled to designate the county, type of grant and grant number sequence.
- B. An example of a grant award number is 03-SERC-01-01. The number will consist of the following:
 1. First two digits indicate the fiscal year of the grant period.
 2. The second segment of numbers or letters denote the type of grant.
 3. The third segment of numbers is the county designation. Nevada has 17 counties. These counties are listed in alphabetical order and numbered accordingly.
 4. The last two digits denote the number of grants awarded to the grantee from

the designated grant funds. (SERC may have more than one cycle of grant funds available within a fiscal year.)

- C. All information concerning the grant will be filed in the appropriate grant file. To the extent possible, there will be no duplicate copies, no adhesive “post-it” notes or, to the extent possible, no loose papers left in files.

COUNTY FILE:

- A. A folder will be created for each Local Emergency Planning Committee receiving a grant award in the fiscal year.
- B. All information concerning the LEPC and not related to a specific grant will be filed in the County file.